



**U.S. Department of Agriculture  
Rural Development**

**FEDERAL CAREER INTERN PROGRAM OPPORTUNITY**

**The United States Department of Agriculture, Rural Development, is currently hiring for the following Federal Career Intern Positions**

**Position Title:** Staff Accountant – 3 Positions

**Announcement Number:** FCIP-UP-PARA-DC-08

**Series and Grade Level:** GS-510, GS-7 or GS-9

**Salary Range:** GS-7: \$39,330-\$51,124, GS-9: \$48,108-\$62,546

**Full Performance Grade Level:** GS-13 (Currently \$82,961- \$107,854)

**Opening Date:** December 29, 2008

**Closing Date:** Open Until Filled – See below cut-off dates

**Position Organization and Location:** Rural Development, Utilities Programs, Office of the Administrator, Program Accounting and Regulatory Analysis, Program Accounting Staff Division, Northern/Southern Regional Accounting Branch – Washington, DC

**Relocation expenses will not be authorized.**

**Equal Employment Opportunity**

Qualified applicants will be considered for appointment without regard to race, color, age, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

**ACCOUNTANT (Federal Career Intern Program)**

**Rural Development Profile**

Rural Development (RD) is the U. S. Department of Agriculture's (USDA) agency that is committed to helping improve the economy and quality of life in all of rural America. Through our programs, we touch rural America in many ways. Rural Development Mission Area includes Housing and Community Facilities Programs, Business and Cooperative Programs, Utilities Programs, and a widely dispersed field office structure of 47 State Offices.

Rural Development is seeking a bright and motivated individual who is interested in performing a variety of assignments which supports the mission and vision of the Department of Agriculture.

**What is the Career Intern Program**

The Career Intern Program is designed to attract college graduates and experienced professionals interested in a career with the Federal Government. Individuals are appointed to a two-year paid internship program which provides training, development, and valuable full-time on-the-job work experience. After successful completion of the program, interns may be eligible for conversion to a permanent position without further competition.

### **Position Information**

On a developmental level, the incumbent will participate fully with the Branch Chief in accounting activities of Rural Utilities Programs' electric and telecommunications borrowers in an assigned geographical area. This position leads to the GS-13 level and work assignments will provide increasingly in-depth assistance in directing studies and analyses to determine whether borrower accounting objectives are being achieved in accordance with approved RUS policies and procedures and generally accepted accounting principles. At the trainee level, incumbent will assist in providing guidance to field accountants regarding accounting activities of both rural electric and rural telecommunications borrowers, including participation in team reviews, when appropriate. When necessary, the incumbent will travel to field location(s) to perform required duties.

### **Knowledge Required for the Position**

**GS-7 Level:** Basic knowledge of conventional and generally accepted accounting procedures, practices, concepts, standards, theories, general principles, and accounting systems design is required sufficient for the incumbent to perform various and increasingly challenging, developmental, and professional accounting work assignments.

**GS-9 Level:** Knowledge of the concepts, standards, theories, practices and principles of automated and modern commercial, financial, and governmental accounting and recent trends and advances in the field of accounting and automated systems to analyze and complete assigned projects. Knowledge of and ability to apply legislation, reporting requirements, instructions, and circulars, in order to analyze and recommend solutions to accounting problems.

### **Educational Requirements**

You must have successfully completed a full 4-year course of study with a major in accounting (or a related field, such as business administration, finance, or public administration that included 24 semester hours in accounting). The 24 semester hours may include up to 6 hours of credit in business law. A combination of education and experience may be creditable for entry and higher-graded positions. If you apply using a combination of education and experience, you must have at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education and training that provided professional accounting knowledge. Your background must also include one of the following:

- 1) Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law;
- 2) A certificate as a Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or
- 3) Completion of the requirements for a degree that included substantial course work in accounting or auditing, provided that (a) you have successfully worked at the full performance level in accounting,

auditing, or a related field; (b) a panel of at least two higher level professional accountants or auditors have determined that you have demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4-year course of study; and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, your education, training, and experience fully meet the specified requirements for the position.

### **Other Crediting Experience**

Credit will be given for unpaid and directly related experience or volunteer work, such as community, cultural, social service, and professional association activities on the same basis as for paid experience, as well as leadership activities and awards. To receive proper credit, you must provide duties performed, the number of hours per week that was spent in such activities, leadership examples, and awards received.

### **General Eligibility**

- U.S. Citizenship Required;
- Bachelor's or Graduate Degree from an accredited college or university, recognized by the U.S. Department of Education, and with an overall college GPA of 3.0 or better, if applying based on education; or
- Possess exceptional work experience in combination with appropriate education;
- Applicants who will complete all of their degree requirements within six months may also apply;
- Diverse professional experiences, training, and competencies;
- Demonstrate leadership potential and community service.

### **Key Highlights of the Administrative Career Intern Program**

- Full-time, 2-year Excepted Service Appointment;
- Core Career Development Training;
- Rotational assignments to gain on-the-job experience;
- A mentor to assist in career development and growth;
- Intern may be promoted while in training and learning;
- Upon completion of the 2-year internship period, the incumbent may be non-competitively converted to a career or career-conditional appointment.

**Suitability and Clearance Requirements:** A security background investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a security background investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for non-appointment or termination.

### **HOW TO APPLY REQUIREMENTS**

- Letter of Interest;
- Optional Application for Federal Employment (OF-612) – Can be found online at [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf). Your application must include work experience, training, education, volunteer work, and awards, if any;
- Resume;
- An official copy of college transcript(s). NOTE: An unofficial transcript will be accepted during the application review process; however, an official transcript must be submitted prior to appointment;

- USDA Career Intern Program Application Form: Can be found online at: <http://usda.gov/da/employ/CareerInternApplication.htm> or at <http://www.usda.gov/da/employ/CareerInternApplication.pdf>.
- For applicants claiming Veterans' Preference: Form DD-214 or other official documentation from a branch of the Armed Forces or the Department of Veterans Affairs (VA). Eligibles claiming 10-point-point preference must also submit an Application for 10-Point Veteran Preference, SF-15, along with the required documentation listed on the back of the form. (For more information of Veterans' programs, please see the VetsInfo Guide).

**DEADLINE FOR APPLICATION:** This is an open continuous announcement. Cut-off dates are: **01/28/09, 02/27/09, 03/27/09, 04/28/09, 05/28/09, 06/26/09.** To apply for this opportunity, all of the above application material must be received by **11:59 p.m.** on the appropriate announcement cut-off date.

**The complete application package should be submitted to:**

Bernadette Miller  
Rural Development  
Federal Career Intern Program Coordinator  
1400 Independence Avenue, S. W.  
Mail Stop 0730, Room 1310  
Washington, D. C. 20250-0730  
Or by e-mail: [Bernadette.Miller@wdc.usda.gov](mailto:Bernadette.Miller@wdc.usda.gov)

**NOTE:** Universities may submit official transcripts to the above mailing address.

### **EEO Statement**

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factors.

### **Reasonable Accommodation Policy Statement**

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

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